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App. F. IX-4

Previous References

P+A. 77-18, Als. 1-2.

1938.
(P+A.)

File No. 73-38

Serial Nos. 1-2

Letter References

77 S. 44 110-1-4

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. Two

(15)

Part B for May, 39.

SUBJECT.

Maintenance of Accounts of
Stationery and Forms.

Al. 2) g. 9838-92 d/ 1.4.39

WD 0296-GPB-22,500-13-8-37

To, The Supt. of Sty., The Heads of Depts.,
" Supt. Lt. Stg., " D.C.'s of Sts.,
" Comptroller, " Secys. to Govt.,

Issues instructions re: the -----.

10
14.6.39

Re: storage of forms and stationery and the maintenance of accounts (1)

General and Revenue
Secretariat

File No. 73

3750

of 1938.

[App. F. III-2

465

Serial
No.

1

From the supdt. of stationery

No 52141

Dr 6-1-39

Reports that certain defects are generally noticed in all offices inspected and submits proposals for removing these defects.

1) The supdt. has submitted 5 proposals for systematizing the use of forms and stationery articles and for making his ~~form~~ inspection yield permanent benefit. But it is seen that many of the suggestions now given are already contained in the G.O. dated 8-4-1931 (P&SI-31-1).

2) The supdt. now proposes that that one of the senior clerks should be entrusted with the charge of stationery and forms. Rule 26 of the G.O. dated 8-7-1931 has already provided for this³⁾. The supdt's second proposal is to print and supply to the several offices the rules re: the issue of stationery and forms and the accounts to be maintained in respect of them.

4) His 3rd proposal is about

Re. defects noticed by the supdt. of
stationary during his inspections.

MS File No. 73

3756

of 1938.

General and Revenue
Secretariat

4/5

the maintenance of certain registers.
Rule 27 of the G.O. dated 8-7-31 provides
for the maintenance of certain registers.
5) The supdt's 4th proposal about the
issue of a circular seems to suffice
to remove the existing defects.

6) His last proposal about attestation
of accounts by the officers monthly
does not seem to be necessary in
view of the existing rules Nos. 28 & 29
of the G.O. referred to above.

7) It seems sufficient if the
supdt. issues a circular pointing
out the general defects observed
by him during his inspection
and ~~pointing out~~ the necessity
for observing the rules already
in force strictly.

22/4/1. (supdt.)
20/1/1

Dev & Key 26/1

8) we may draft some circular
here.

MW.
13.2.38.

by

9) Subd. with a draft circular
2/5/38. The circular briefly summarises the
existing defects in the maintenance of these
registers. The proposal of the supdt.

3577
2/11

defects noticed ^{during} the inspection of form
3750

(3)

General and Revenue
Secretariat

File No. 73

of 1938.

[App. F. III-2
425]

Serial
No.

A note has been
added in the draft
for approval
by

to print all the rules in a book form
supply to all offices dealing with skinery
may be approved. This is for orders

10) The Super also recommended that
the skinery rules may be amended
so as to provide for monthly
attestation of accounts by officers. The
existing rule (Rule 29) provides for the
head of office attesting these accounts
monthly. A separate R.O. will be put
up if the two proposals which
are to be approved.

by
16/7/39

11) The present rules requiring
attestation of all monthly by head of office been
to be exempt. The Draft Circular may be
approved

by 16/7/39
Dev Key)

12) Fair draft
(13) subd. with the fair draft
by 1/3/39

by 1/3/39
Dev Key)

(14) Final
Submitted

by 28/7/39
by 28/7/39

by 28/7/39
by 28/7/39

3959
142

4189
113

SECOND MEMBER OF COUNCIL
NOTED
27 MAR 1939
No. 9050

TYPE - CEC WR 0514-GPB-30,000-2-9-38
30 APR 1939
GEN. & REV SECT

465

Pt 5 File No. 73

of 1938.

General and Revenue
Secretariat

To the supt. of stationery.
the supt., Govt. printing
the comptroller
the heads of depts.
the Secs. of depts.
the secretaries to Govt.

2.

No. 4 1838-72

Dr - 1-4-39

issued instructions to the
several officers regarding the main-
tenance of accounts etc. of stationery
and forms.

press sus.

1224/4

B

BB 28/4

✓

D. O. No. S. 361

B. VENKATASUBBA RAO, Esq., B.A., LL.B.

~~Asst~~ Superintendent.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPT.

Bangalore, 2nd May 1939

Dear Sir,

I write to request that a copy of the Circular Order No.G.9838-92/P&S.73-38-2, dated 1-4-1939 issuing instructions regarding the better maintenance of accounts of stationery and forms in the several offices may be kindly sent to this office for taking action. The Government Order has been received in the Press for print but a copy of it does not appear to have been received in the Stationery Office although one month has elapsed since the Order was issued. I would suggest that in such cases a typed copy of Order may be ^{kindly} sent to this office for --- necessary action simultaneously with the issue of the Order to the Press for print.

A typed copy will be sent to the stationery dept, if approved.

Yours sincerely,

Srinivasa Char, Esq., B.A.
Assistant Secretary to
Government, General and
Revenue Secretariat, Bangalore.

M. Venkateswaraiah
2/5/39
A copy is sent.
12/4/5.

B.
12/4/5
CSR.

D. O. No. S. 368

B. VENKATASUBBA RAO, Esq., B.A., LL.B.

~~Acting~~ Superintendent.

OFFICE OF THE SUPERINTENDENT
GOVERNMENT STATIONERY DEPOT.

Bangalore, 8th May 1939.

Dear Sir,

In continuation of my D.O. letter No. S. 361, dated 20-4-1939, requesting to be furnished with a copy of the Government Order No. G. 9838-92/P. & S. 73-38-2, dated -- 1-4-1939, issuing instructions regarding the maintenance of accounts of stationery and forms in the several offices, I write to state that a copy of the Government ^{order} was received ^h in this office on the 4th instant without any covering letter. No reference was also made to my D.O. letter in the matter.

Yours Sincerely,

B. Venkatasubba Rao
21/5/39

C. S. Srinivasachar, Esq., B.A.,
Assistant Secretary to Government,
B A N G A L O R E.

A.P.S. subd. for perusal & copy was sent
(typed and signed copy) on 4-5-39. This will be
filed, if approved. 21/5/39
22/5/39 B. 22/5/39

PGS. 3-38-1

All communications, *re* Stationery and forms not included in annual indents should be addressed to this office, and the Superintendent, Government Printing, for printed forms due on indents. Correspondence *re* forms and stationery should be in separate letters.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.

Dated, Bangalore, 6th January 1939.

No. Б. 2141

ENCL.

FROM B. VENKATASUBBA RAO, ESQ., B.A., LL.B.,

~~AG~~ SUPERINTENDENT OF STATIONERY,
BANGALORE.

To

M. Venkatanaranappa, Esq., B.A.,
Secretary to Government,
Development Department, Bangalore.

Sir,

I have the honor to state that the Inspection of Forms and Stationery in the several offices by the Superintendent of Government Printing and Stationery was started in accordance with Government -- Order No.G.21415-75/P. & S. 77-18-2, dated 26-3-1919, and has now -- been in force for nearly 20 years.

The undermentioned defects are generally noticed in all offices inspected and though instructions have been given to the officials during each inspection and formal inspection notes have been issued to the offices concerned, much improvement has not occurred in the method of storage of Forms and Stationery and in the maintenance of accounts connected therewith. Special steps are necessary to -- systematize the use of Forms and Stationery articles and to make the inspections yield permanent benefit. I accordingly beg to submit the following proposals for systematizing the work.

(1) One of the clerks, preferably, a senior clerk, may be entrusted with the charge of both Stationery and Forms, and the maintenance of accounts in respect of them in all offices. It is found that in some offices the Stationery accounts are all right but the Forms accounts are neglected while the converse is the case in other offices.

(2) In a number of offices the same defects are observed at each inspection. To minimise these defects, rules regarding the issue of Stationery and Forms and the accounts to be maintained in respect of them may be printed in handy book form and distributed to all offices receiving supplies. The ministerial head of the office

should keep this copy with him and see that all clerks entrusted with the custody of Stationery and Forms and accounts thoroughly acquaint themselves with these rules before they enter upon their work.

(3) It is found that accounts are opened in some offices immediately after inspections and the issue of inspection notes connected therewith but are soon discontinued, and are revived only when the next inspection takes place. In a large number of offices, the Forms accounts are not maintained at all either on the ground that only a few forms are received or on the ground that all forms are distributed to subordinate offices and no stock is kept. In a number of offices the Stationery Stock Register is kept but no Issue Register is maintained. Even in offices where all the registers are maintained, they are not posted up-to-date. In some cases, the previous registers are not produced but fresh registers are opened -- whenever an inspection takes place. These registers may therefore be treated as permanent registers like the Cash Books and Barawards and --- ordered to be preserved permanently in all offices.

(4) A Circular may be ordered to be published in the Mysore Gazette incorporating the important provisions of the Stationery Rules, the registers to be maintained, the attestation of Officers, the verification of stock and transmission of statements to the Stationery Depot. --

(5) The Stationery Rules may be amended so as to provide for monthly attestation of accounts by the Officers. The annual verification of stock by the Head of each office and the transmission of a report to the Stationery Depot has been provided for in the Stationery Rules as per -- Government Order No.G.201-60/P. & S. 1-31-1, dated 8th July 1931.

I have the honor to be,
Sir,
Your most obedient servant,

M. S. S. S. S.
- 61139

Superintendent

A.P.S.

9/11/31

W

pts. 73-38-2 (8-
G. 9838-92 3 1.4.39.

Circular.

It is reported that during the inspection of Forms and Stationery in the several offices by the Superintendent of Stationery, the following defects have been generally noticed and that the instructions given to the officials during each inspection and formal inspection notes issued to the offices concerned have not improved the position.

Correct and complete accounts are not kept of the stationery articles ^{and} ~~but~~ more ^{especially} largely of forms. Accounts opened just after the inspection are not ~~con-~~tinued to be maintained ^{regularly} so that the same defects are noticed at the next inspection. In many offices, the forms accounts are not maintained at all either on the ground that only a few forms are received or ~~on the ground~~ that all forms are distributed to subordinate offices and no stock is kept. Some offices maintain only the Stationery Stock Register but not the Issue Register. Even in offices where all the registers are maintained, they are not posted up-to-date. In some cases, the previous registers are not produced at

the time of inspection but fresh registers are opened whenever an inspection takes place.

2. To minimise these defects, the Superintendent of Stationery is requested to print in handy book form and distribute to all offices receiving supplies, the rules regarding the issue of stationery and forms and the accounts to be maintained in respect of them. The ministerial head of the office should keep this copy with him and see that all clerks entrusted with the custody of stationery and forms ~~of~~ and accounts thoroughly acquaint themselves with these rules ^{before} ~~soon~~ they enter upon their work.

3. The attention of the Heads of Departments, the Deputy Commissioners of Districts and other officers concerned is invited to the Stationery Rules issued with G.O. No.G.201-60/P & S.1-31-1, dated 8th July 1931 and they are requested to see that the Rules contained therein are strictly followed hereafter.

By Order,

^{W.}
By Secy. to Govt.
Dev. Deptt.

The Superintendent of Stationery.
" Superintendent, Govt. Printing.

The Comptroller to Govt.
" Heads of Departments.
" Deputy Commissioners of Districts.
" Secretaries to Government.

Memo No.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

No. *99838-92/1473-38-2* Bangalore, Dated, 30th March 1939.
1st April
Circular.

ENDORSEMENT.

It is reported that, during the inspection of Forms and Stationery in the several offices by the -- Superintendent of Stationery, the following defects have been generally noticed and that the instructions given to the officials during each inspection and formal inspection notes issued to the offices concerned have not improved the position:--

Correct and complete accounts are not kept of the stationery articles and more especially of forms. -- Accounts opened just after the inspection are not -- maintained regular^{ly} so that the same defects are noticed at the next inspection. In many offices, the forms accounts are not maintained at all either on the ground that only a few forms are received or that all forms are ~~received~~ distributed to subordinate offices and no stock is kept. Some offices maintain only the Stationery Stock Register but not the Issue Register. Even in Offices where all the registers are maintained they are not posted up-to-date. In some cases, the previous registers are not produced at the time of inspection but fresh registers are opened whenever an inspection takes place.

2. To minimise these defects the Superintendent of Stationery is requested to print in handy book form and distribute to all offices receiving supplies, the rules regarding the issue of stationery and forms and the accounts to be maintained in respect of them. The ministerial head of the office should keep this copy with him and see that all clerks entrusted with the custody of stationery and forms of accounts thoroughly acquaint themselves with these rules before they enter upon their work.

(11)

3. The attention of the Heads of Departments, the Deputy Commissioners of Districts and other officers concerned is invited to the Stationery Rules issued with G.O.No.G.201-60/P & S. 1-31-1, dated 8th July 1931 and they are requested to see that the Rules contained therein are strictly followed hereafter.

By Order,

C. N. Anirudh Chari
for Secretary to Government,
Development Department.

The Superintendent of Stationery.

- * Superintendent, Government Printing.
- * Comptroller to Government.
- * Heads of Departments.
- * Deputy Commissioners of Districts.
- * Secretaries to Government.

S. O.

(12)

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA
OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 9838-92—P. & S. 73-38-2, dated 1st April 1939.

Stationery and Forms.

Issues instructions regarding the maintenance of accounts of — in the several offices.

CIRCULAR.

ORDER No. G. 9838-92—P. & S. 73-38-2, DATED BANGALORE,
THE 1ST APRIL 1939.

It is reported that, during the inspection of Forms and Stationery in the several offices by the Superintendent of Stationery, the following defects have been generally noticed and that the instructions given to the officials during each inspection and formal inspection notes issued to the offices concerned have not improved the position :—

Correct and complete accounts are not kept of the stationery articles and more especially of forms. Accounts opened just after the inspection are not maintained regularly, so that the same defects are noticed at the next inspection. In many offices, the forms accounts are not maintained at all either on the ground that only a few forms are received or that all forms are distributed to subordinate offices and no stock is kept. Some offices maintain only the Stationery Stock Register but not the Issue Register. Even in offices where all the registers are maintained, they are not posted up-to-date. In some cases, the previous registers are not produced at the time of inspection but fresh registers are opened whenever an inspection takes place.

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By order,

M. VENKATANARANAPPA,
*Secretary to Government,
Development Department.*

To—The Superintendent of Stationery.
The Superintendent, Government Printing.
The Comptroller to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.

Exd.—C. K.

WD 1679—GPB—760—18 4-39

S. O.

**GOVERNMENT OF HIS HIGHNESS THE MAHARAJA
OF MYSORE.**

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By order,

M. VENKATANARAYANAPPA,
*Secretary to Government,
Development Department.*

To—The Superintendent of Stationery.
The Superintendent, Government Printing.
The Comptroller to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.

Exd.—C. K.

(14)

S. O.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA
OF MYSORE

GENERAL AND REVENUE DEPARTMENTS.

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By order,

M. VENKATANARANAPPA,

*Secretary to Government,
Development Department.*

To—The Superintendent of Stationery.
The Superintendent, Government Printing.
The Comptroller to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.

Exd.—C. K.

WD 1679—GPB—760—18 4-39